
DECISION MAKING CRITERIA FOR NEW POSITIONS

County government has an obligation to meet the needs of its citizens in a fiscally prudent manner. One of the largest costs of government is personnel cost. Unlike capital projects that are paid for in a set period of time, position costs continue each year as long as the position exists. Therefore, before new positions are authorized, a careful review of the justification of these requests is warranted. In reviewing these requests, the following types of questions are asked.

1. Does the reason a position is being requested support the strategic plan for the County and the department?
2. Can the work be accomplished in any other way?
3. Does the proposed position improve customer service?
4. Does the proposed position provide direct services as opposed to administrative support, supervision, or management?
5. Will the proposed position allow the department to increase revenues or decrease expenditures beyond the cost of the position?
6. Does the proposed position provide preventative services that will lead to cost avoidance of more expensive services in the future?
7. Is there outside (non-county tax levy) funding available for the proposed position, i.e. state/federal grants?
8. Can the position costs be offset by eliminating or reducing a lower priority function?
9. Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position?
10. Has the organization been reviewed for efficiency? Is the organization a re-engineering candidate?
11. What will be the effect if the proposed position is not created?